



Update Registration Forms

You can make some changes to a registration form that is currently in use on a registration event or copy an existing form to make edits for opening a new registration event. Because some fields are required for state information, medical release forms and other printables, the entire form cannot be changed once a registration has taken place.

Your forms are accessed through your Form Builder, which navigation to this section is: Registration > Administration > Form Builder and select your current registration form.

Update Registration Forms Currently in Use for Existing Event

Ensure you are making edits to the form currently in use for your registration event. To identify the current form in use for your registration event, click on the event in your left side folder tree, then select the REGISTRANTS tab, and click on EDIT next to 'Event Name & Settings'. You will see the name of the form in the second line and you may select the PREVIEW hyperlink to view the current form.

Edit Registration

REGISTRATION INFO	SELECT 11U - 15U
Title *	2018-2019 Select Registration 11U - 15U PLAYERS
Registration Form *	State MASTER Select Player Form Preview

1. With an active registration form, you cannot delete any fields. If there are fields on your form that you no longer wish to show, you can hide the fields by marking them as 'Only visible to admins'. Click on the field you wish to hide from registrants and under the Field Settings on the left, check the "Only visible to admins" option.

Options

<input type="checkbox"/>	Only visible to admins
<input type="checkbox"/>	Required

2. For dropdown, selection or radio button fields, you cannot edit the existing choices (they are greyed out) but you can add new choices for registrants to answer. If there is an existing choice you do not wish to show anymore, you can hide the entire question and create a new one.
3. You can update existing fields on the form to be required or not required.
4. You can add new fields to an active registration form if there is additional information you need to collect that isn't currently on your form.
5. Make sure to click SAVE at the top right of your form to enable all changes made to the form.

*** If there are additional changes that you cannot make to an active form but would like to in order to avoid creating a new registration form and opening a new event, please contact Support and they will be able to assist you further.**



Update Registration Forms to use for New Registration Event

If your registration is not requiring any additional questions or fields, you do NOT need to follow the questions below. If the state’s master form and/or the form you used for the Fall season will work for the Spring season, you can simply select that form in the registration set up.

The below is ONLY a guide to copy the state master form or Fall form you used to add SPRING specific questions or fields. Please take a careful look at your Fall season form and determine if a new (or copied) form is truly needed. If you have questions, please do not hesitate to reach out for support on determining if a new form is necessary.

Access your Form Builder, which navigation to this section is: Registration > Administration > Form Builder.

Do NOT choose to create a new form.

Using the double paper image (Actions column, middle option, third from the right), you can copy that form. Once you click that icon, a copy of that form will be created and the form name will be similar to the first line “Copy of.....”.

You may then click on the spindle icon (Actions column, second from the right) to edit the name of the form.

To begin to make edits to your form, you’ll click on the form name.

Create a new form

Choose a form type ▼

Create

Show archives

Form Name	Type	Creation Date	Actions
Copy of Official State MASTER Recreational Player Form	Family	7/23/2018	🔍 📁 🔄 ⚙️ 🗑️
Official State MASTER Select Player Form	Family	6/4/2018	🔍 📁 🔄 ⚙️ 🗑️
Official State MASTER Recreational Player Form	Family	6/4/2018	🔍 📁 🔄 ⚙️ 🗑️
Official State MASTER Academy Player Form	Family	6/4/2018	🔍 📁 🔄 ⚙️ 🗑️

As a reminder, do NOT remove any fields, as the state requires certain data points that need to be collected from all participants. Only add fields and edit added fields as needed.

Once your form is edited, make sure to check the ENABLE FORM box next to the form name. Click SAVE.

Copy of Official State MASTER Recreational Playe... Enable Form

*** If there are additional changes that you cannot make to a new form, please contact Support and they will be able to assist you further.**